

\*\*\*This is only a **preview** of the exam statements for the LEAP, Attorney, Readiness Evaluation. This is not the actual Readiness Evaluation. You will be asked to respond to each statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “LEAP Attorney Readiness Evaluation” link that is at the bottom of the bulletin.

## **Attorney Limited Examination and Appointment Program Readiness Evaluation**

### **Section 1: Personal Characteristics**

#### **Instructions:**

Respond to each of the following statements by indicating how your current or most recent supervisor would rate you on the following characteristics. You are required to respond to every statement by marking one option from the scale provided below.

#### **PERSONAL CHARACTERISTICS SCALE**

- Excellent
  - Good
  - Satisfactory
  - Needs Improvement
- 
- |    |   |
|----|---|
| 1  | Punctuality - always keeping to arranged times; such as appointments, meetings, and work shift  |
| 2  | Dependability - capable of being relied on; trustworthy   |
| 3  | Works independently – willingness to take initiative; not reliant/dependent upon others to complete assignments   |
| 4  | Follows directions/instructions – includes verbal and written directives  |
| 5  | Attendance – consistency in being present at the workplace  |
| 6  | Relationships with others – ability to collaborate and communicate in a professional, respectful manner with others in a work environment                 |
| 7  | Flexibility in job assignments – ability to adapt to changing conditions within a work environment  |
| 8  | Completes assignments – work completed meets expected standards   |
| 9  | Meets deadlines – completes work in adherence within project and/or assignment timelines  |
| 10 | Prioritizes work – determines precedence amongst conflicting assignments  |
| 11 | Maintains confidentiality – adheres to department/organizational policies and/or protocol when handling sensitive, private, and or restricted information |
| 12 | Maintains professional ethics – adheres to the principles of conduct governing a particular profession  |

## **Section 2: Tasks Assessment**

### **Instructions:**

In the following pages you will rate your knowledge and experience in specific job related actions, using the rating scales below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the 2 scales provided.

IMPORTANT NOTE: In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, ADVOCACY TRAINING (e.g. Moot Court, Mock Trial, Jessup Court, Trial Advocacy, etc.), LAW REVIEW and/or WORK EXPERIENCE at an organization (e.g. law clerk, internships, etc.) whether paid or volunteer.

### **SCALE DESCRIPTIONS**

#### **Scale #1 Knowledge related to performing this action:**

- **Extensive knowledge** - I possess an advanced knowledge level to the extent that I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.
- **Moderate knowledge** - I possess a sufficient knowledge level that would allow me to perform this action successfully.
- **Limited knowledge** - I have some knowledge of how to perform this action, but may require additional instruction to apply my knowledge effectively.
- **No knowledge** - I have no knowledge of how to perform this action or what it may entail.

#### **Scale #2 Experience related to performing this action:**

- **Extensive experience** - I have performed this action often, and across different contexts.
- **Moderate experience** - I have performed this action multiple times, and could effectively perform this action if required.
- **Limited experience** - I have performed this action before but would still be considered a beginner by others in the field, and would likely require assistance for successful performance.
- **No experience** - I have never performed this action.

## **Research Analysis**

- 13 Analyze legal documents (e.g., pleadings, motions, briefs), evaluate arguments, and determine an appropriate response.
- 14 Analyze a case file (e.g., investigative reports, discovery materials, administrative record, trial or deposition transcripts) to determine appropriate further action.
- 15 Analyze, review, or draft legal opinions and advisory memoranda.
- 16 Analyze, review, or draft regulations, statutes, or policies.
- 17 Conduct research on the legislative history of a federal or state statute.
- 18 Analyze, review, or draft terms and conditions of contracts and proposed amendments to contracts, and suggest changes as appropriate.
- 19 Analyze legal authorities to determine their applicability to a particular case and/or statute, policy, or issue.
- 20 Analyze correspondence to determine its purpose, significance, and appropriate actions to be taken.
- 21 Keep current on developments in particular areas of law in order to acquire and/or maintain knowledge. (e.g., membership in Bar associations, subscription to magazines, forums).
- 22 Locate primary and secondary legal sources pertinent to a particular case or issue, using both text and computer-based resources.
- 23 Validate the case citation (e.g., verify that it has not been overruled, modified, or limited) using print (Lexis Shepard's) and either of the two computer-based services (Lexis Shepard's or West KeyCite).

## **Project Communication and Case Management**

- 24 Draft documents to be filed in court(s) and/or administrative tribunal(s).
- 25 Draft memoranda to colleagues, superiors, or clients seeking or providing advice, recommendations, comments, etc.
- 26 Consult with a client on a pending matter or case in order to develop a strategy, prepare witnesses, or review evidence.
- 27 Participate in selecting and/or preparing witnesses for depositions, trials, or administrative proceedings.
- 28 Participate in depositions, trials, or other civil, criminal, or administrative proceedings.
- 29 Participate in settlement negotiations of pending cases (civil, criminal, or administrative) on behalf of a client.
- 30 Draft legal correspondence to entities (e.g., clients, opposing counsel, or other interested parties).
- 31 Draft legal research memoranda and, when requested, make recommendations for appropriate action.
- 32 Edit written work (e.g., for content, tone, organization, grammar, and format) to produce a final version.
- 33 Prepare written outlines to ensure complete, accurate, and effective oral presentations.
- 34 Take accurate notes during meetings or proceedings.

- 35 Participate in representing a client in civil, criminal, or administrative proceedings.
- 36 Orally communicate with clients, potential clients, and/or witnesses regarding a case or matter.
- 37 Orally communicate with colleagues and supervisors regarding procedural and substantive issues, strategy/tactics, court decisions, new legislation, office policies, or client relations.

### **Decision Making and Workload Management**

- 38 Use appropriate time management methods to ensure work is completed properly and on time (e.g., calendaring, monitoring the status of all assignments, and anticipating future tasks).
- 39 Know where to find information or resources when working on a project with issues not familiar to you.
- 40 Identify issues raised in a case or matter based on an analysis of the applicable facts and law to determine the best way to proceed.
- 41 Prioritize arguments in order to be effective and persuasive when advocating a position.
- 42 Determine whether a proposed course of action is legal and ethical, and decide how to proceed.